



## Academic Semester Internships

**Type of Appointment:** Temporary

**Work Schedule:** Part-time

**Contact Information:** 202-231-8228

The Defense Intelligence Agency is a Department of Defense combat support agency and important member of the United States Intelligence Community. With over 12,000 military and civilian employees worldwide, DIA is a major producer and manager of foreign military intelligence. We provide military intelligence to warfighters, defense policymakers, and force planners in the Department of Defense and the Intelligence Community, in support of U.S. military planning and operations and weapon systems acquisition.

### The Program

DIA's Academic Semester Internship Program provides promising undergraduate seniors and graduate students enrolled as full-time degree-seeking students at universities and colleges, located within commutable distances to DIA locations, the opportunity to gain practical work experience in intelligence analysis while enrolled in classes. The Agency offers a limited number of paid academic semester internships. Eligibility requirements are the same, regardless of pay status. All interns must be granted a security clearance and successfully pass a drug screening test prior to being made a final offer.

### Eligibility Criteria

- Current enrollment in an undergraduate senior or graduate degree program at universities and colleges located in the following localities only: Huntsville, AL; Colorado Springs, CO; Washington, D.C.; Miami, FL; Tampa, FL; Honolulu, HI; Scott Air Force Base, IL; Baltimore, MD; Omaha, NE and Norfolk, VA.

- Current enrollment in a baccalaureate or graduate degree program which is primarily focused on skills that are deemed critical to DIA, such as: foreign area studies, computer science, business administration, human resources, public administration, international relations, political science, chemistry, physics, biology, microbiology, pharmacology, toxicology, engineering, or intelligence analysis-related courses.
- Completion of 90 semester hours or its equivalent at the time of participation in the program.
- A minimum cumulative grade point average (GPA) of 3.0 on a 4.0 scale or its equivalent, at the time of application.
- U.S. citizenship of applicant and all members of the immediate family. Please be aware that security clearances can not be granted to applicants who hold dual citizenship. All finalists must pass a drug screening test. All applicants conditionally selected for internships and all DIA employees are subject to initial and periodic counterintelligence (CI)-scope polygraph tests.
- Please note that the security clearance processing and drug screening test can not be conducted while the applicant is overseas.
- All applicants conditionally accepted for internships, and all DIA employees are subject to initial and periodic counterintelligence (CI) scope polygraph tests, and drug tests.

### **Application Procedures**

Applications will only be accepted on-line at <http://www.dia.mil>. Click "View Vacancy Announcements & Apply for DIA jobs" then click "no" when it asks if you are a current DIA employee. Click on the link to view job postings, then place a check next to "Special Programs" and click "Search." Click "Academic Semester Intern Program." To apply for the program, add it to your job basket, then view the job basket and click where it says "apply" next to the program in the job basket. Please submit only the information requested.

Within the on-line application, you will prepare an essay which includes the following:

a. Discuss your interest in a particular functional area(s) such as, foreign area studies, computer science, business administration, human resources, public administration, international relations, political science, chemistry, physics, biology, microbiology, pharmacology, toxicology, engineering, or intelligence analysis, etc.

b. Indicate how you learned about the Academic Semester Internship Program.

c. Indicate your geographic preference for work assignment (Huntsville, AL; Colorado Springs, CO; Washington, D.C.; Miami, FL; Tampa, FL; Honolulu, HI; Scott Air Force Base, IL; Baltimore, MD; Omaha, NE and Norfolk, VA. only). Please remember that you must be enrolled as a full-time student in the metropolitan area that you select.

d. Provide a permanent address, email address and daytime telephone number along with college information, and the school term for which you are applying (Spring or Fall).

## **Compensation**

Interns are paid an hourly rate, depending upon the number of credit hours completed. These part-time internships do not receive any benefits (insurance, leave, etc.).

***Application Deadlines:*** All application materials must be received by September 4, 2008.

For additional information about the program, to view FAQs associated with this program or call the Human Resources Office at 202-231-8228.

For additional information about DIA, please visit our website at <http://www.dia.mil>.

DIA is an equal opportunity employer. All candidates will be considered without regard to non-merit factors, such as race, color, religion, sex, national origin, age, marital status, handicap, or sexual orientation. Veterans who are preference

eligible or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous service may apply.

## **FAQs for Academic Semester Internship Applicants**

### ***Q: How should I submit my resume and other required materials?***

A: Applications will only be accepted through the on-line application process at <http://www.dia.mil>. You will be required to mail an official copy of your transcript to DIA. Please follow the submission instructions in the Vacancy Announcement for doing so.

### ***Q: Should I submit additional material such as recommendation letters or writing samples?***

A: No, letters of recommendation and writing samples are not required with the application.

### ***Q: How many academic semester internships are available?***

A: There are approximately 40 to 50 internships available each semester.

### ***Q: When can I expect to hear if I am selected for an internship?***

A: Finalists will be notified by 30 September for the following spring term – and by 30 April for the following fall term.

### ***Q: Once I have been notified that I am a finalist or alternate, what is the next step?***

A. You will be required to complete pre-employment documents which include the SF-86 background questionnaire for the security clearance. Regardless of your current or past security investigation(s), the completion of a SF-86 is mandatory. We will also request that our vendor contact you for a drug screening test. You must complete satisfy DIA's conditions of employment (drug testing, polygraph exam, etc.), before a final offer will be extended.

**\*\* You will not receive an official offer letter until you have successfully passed all pre-employment screening\*\***

**DO NOT PROCEED TO YOUR REQUESTED WORK LOCATION UNTIL YOU HAVE RECEIVED YOUR OFFICIAL OFFER PACKAGE**

### ***Q: How long will it take to get a security clearance?***

A: It varies, depending on your personal background and the volume of clearances being processed. In general, if you have significant foreign travel and/or foreign relatives or contacts, the clearance can be rather lengthy – up to 6 months or more to receive a full clearance. Sometimes DIA can issue an interim clearance while awaiting results of the full background investigation based on a personal interview with the DIA security office. Individuals with limited or no overseas travel, who have not moved around much and who have no foreign relatives or contacts can usually receive a determination within 3 months.

***Q: I have dual citizenship with another country. What are my chances of getting a security clearance?***

A: Dual citizens can not be granted clearances. Individuals would have to renounce citizenship in the other country, relinquish passports, etc. before DIA could proceed with the security clearance process. The window of time between the conditional selection for an internship and the start of the program may not allow sufficient time for this process to occur.

***Q. A member of my immediate family is not a U.S. citizen. Can I still receive a clearance in time to participate in the Defense Intelligence Scholar Program?***

A. No. All members of the immediate family must be U.S. citizens. Permanent resident status is not sufficient.

***Q: I plan to study abroad for all or part of the academic year. Is that a problem?***

A. Yes. While the experience of living abroad is of value to DIA, it is impossible to complete the security background investigation and the necessary drug screening test when someone is overseas. We will be unable to consider you for this year's Defense Intelligence Scholar Program.

***Q: What are the dates of the Spring and Fall Academic Semester Internship Program?***

A: The internship sessions usually coincide with the academic semester schedule. Spring Interns will work from January to May. Fall Interns will work from September to December.

***Q: What type of work will I do?***

A: Intern assignments are based on entry-level professional job descriptions and will involve a great deal of independent work under the guidance of a senior level supervisor and mentor. Most intern positions are for Intelligence Analysts, whose duties may involve research and drafting reports and presentations. Assignments are not clerical in nature. Particular occupational areas may be crisis management, counterintelligence, military economics, homeland security, imagery, information warfare, arms control / proliferation, leadership analysis, etc. There are a limited number of positions in other career fields.

***Q: Can I earn academic credit for my internship?***

A: Depending on your school's requirements, academic credit may be earned. DIA will work with your institution to provide any necessary evaluation, etc. Any written product provided to your institution must be cleared by your unit's security officer.

***Q: What hours will I work?***

A: You will arrange a set work schedule with your supervisor, normally 20 hours per week.

***Q: How is my pay determined?***

A: Your salary will be determined by the number of credit hours you have earned. It is extremely important that you provide a complete transcript through the most recently completed semester completed so that we may determine your pay rate.

***Q: Will I earn leave?***

A: Yes, if you are working 20 hours per week, you will earn two hours of sick leave and two hours of annual leave every pay period (every two weeks).

***Q: Is my work location accessible by public transportation?***

A: Yes, the locations in the Pentagon and in the Clarendon area of Arlington, VA are directly accessible by subway (Metro). The locations in the Defense Intelligence Analysis Center (DIAC) on Bolling Air Force Base are accessible via a DIA shuttle from the Anacostia and L'Enfant Plaza Metro Stations. The shuttle runs continuously during rush hour on weekdays. Shuttle riders must have the required identification badges. For new employees, you must carry a copy of your offer letter and picture ID to gain access to the shuttle and base.

***Q: What will the first day of my internship be like?***

A: Specific instructions and directions will be in your final offer letter. Your first day will consist of completing a variety of administrative tasks.

***Q: What is the dress code for the agency?***

A: In general, the dress for civilians at the agency is conservative business attire – shirts and ties for men and appropriate dress, skirt and blouse, or pant suit for women. Some offices are more informal than others and allow business casual wear on a routine basis. Men will need a suit and women a tailored dress or suit for meetings and for making presentations.

***Q: What is the role of my Sponsor?***

A: Your Sponsor has volunteered to assist you with in-processing logistics and provide assistance to you throughout your semester's internship. He or she will be available to orient you to your specific office and the agency, provide guidance on how to perform your specific work duties, and generally answer questions.

***Q: I am interested in permanent employment at DIA. Does DIA make offers of permanent employment to interns?***

A: DIA routinely considers successful interns for permanent hire. Permanent employment with DIA is not guaranteed.